

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Position is Self-Insured <input type="checkbox"/> Administration <input checked="" type="checkbox"/> New <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Field		3. Service 6. Pay/Job Standards Act <input checked="" type="checkbox"/> Example <input type="checkbox"/> Non-Example 7. Pay/Job Standards Act <input checked="" type="checkbox"/> Example <input type="checkbox"/> Non-Example 8. Financial Statements Required <input type="checkbox"/> Example <input type="checkbox"/> Non-Example 9. Subject to 14. Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		4. Agency Position No. 13957	
5. Position Title Orlando, FL		6. Duty Station Orlando, FL		7. CPM Certification No. 0905	
8. Position Status <input checked="" type="checkbox"/> Example <input type="checkbox"/> Non-Example 9. Position Title <input checked="" type="checkbox"/> Example <input type="checkbox"/> Non-Example 10. Position Title <input checked="" type="checkbox"/> Example <input type="checkbox"/> Non-Example		11. Position Title <input checked="" type="checkbox"/> Example <input type="checkbox"/> Non-Example 12. Position Title <input checked="" type="checkbox"/> Example <input type="checkbox"/> Non-Example		13. Competitive Level Code 0905	
14. Agency Use					

15. Classification/Grade a. U.S. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Position d. First Level Position		Official Title of Position Student Trainee (Project Director)		Pay Plan GS		Occupational Code 0399		Grade 09		Initials Date	
16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)									

18. Department, Agency, or Establishment Department of the Army		19. Title of Subdivision ASA (AL)IT		20. Title of Subdivision PEO STR	
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19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the understanding that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
 TONY BRADLEY, DEPUTY PRODUCT MANAGER
 PM DIGITIZED TRAINING

b. Typed Name and Title of Higher-Level Supervisor or Member (optional)
 WILLIAM RUCKER, DEPUTY PROJECT MANAGER
 PM TRADE

Signature: *Tony Bradley* Date: 18 AUG 06 Signature: *William A. Rucker* Date: 21 AUG 06

21. Classification/Grade Grading Certification. I certify that this position has been classified/graded as required by the U.S. Code in accordance with standards published by the U.S. Office of Personnel Management, and that no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

JAMEST BLAKE, PEO

Signature: *Michael J. Haverford* Date: 17 SEP 06

22. Position Classification Standards Used in Classifying/Grading Position OPM GS-0099 General Student Trainee Series Definition Admin analysis Grade Evaluation Guide, TS-98 Aug 90 Misc Admin & Program Series, GS-0301, TS-34, Jan 79	
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/grade appeals, and complaints on submission from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	

23. Position Review a. Employee Signature b. Supervisor c. Date		24. Remarks BUS 7777 This is a full performance level Student Career Experience Program (SCEP) position.	
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25. Description of Major Duties and Responsibilities (See Attached)

Prepared by: On: Unfiled

OPM (Rev. 1-90)
 J.B. Office of Personnel Management
 PM Chapter 305 (HARRIS) 110

Student Trainee (Project Director)
GS-0399-09

MAJOR DUTIES:

Serves as a graduate level Student Career Experience Program (SCEP) trainee performing a variety of assignments within the Program Management field involving different and unrelated situations, processes and methods. Completes on-the-job training, and/or self development as set forth in the incumbents Individual Development Plan and Training Agreement. Works independently or as a team member performing assignments of average difficulty and responsibility progressing to the more difficult which require an enhance knowledge and experience in the principles, concepts, practices, and techniques utilized in the PM career field.

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION – FL 1-6- 950 POINTS

Knowledge of practices, methods and techniques of the specified functional area (s) to independently, or as a team member, perform assignments that provide training and experience while contributing to the substantive work of the organization.

Knowledge and understanding in using qualitative and quantitative analytical techniques, DoD budgeting and fiscal analysis and control procedures, to assist higher grade Project Director with analysis documents and other work.

FACTOR 2. SUPERVISORY CONTROLS – FL 2-3 – 275 POINTS

Supervisor or higher graded Project Director outlines work objectives, policies, and procedures, priorities, and is available for assistance when new or unusual problems or situations arise. The incumbent exercises own judgment in selecting and applying established guidelines, applying principles, methods, and techniques, planning and carrying out assignments. Work is reviewed for soundness of recommendations, compliance with requirements, attainment of objectives, and appropriateness of techniques and methods used.

FACTOR 3. GUIDELINES – FL 3-3 – 275 POINTS

Guidelines such as handbooks, regulations, manuals, and precedents are available, but do not always apply to the specific details of the work. Employee must use judgment in interpreting and applying available guidelines to specific cases. Employee is required to analyze the subject and make recommendations for change when required.

FACTOR 4. COMPLEXITY – FL 4-3 – 150 POINTS

The work involves the use of different and unrelated processes and methods. Decisions of what needs to be done depend upon analysis of the subject, phase or issue involved in each assignment, and the course of action may have to be selected from many alternatives.

FACTOR 5. SCOPE AND EFFECT – FL 5-3 – 150 POINTS

The work involves a variety of conventional problems, questions, or situations, which must be addressed and resolved through unrelated, but established processes. Reports and recommendations affect the operation and management of systems or programs studied.

FACTOR 6/7. PERSONAL CONTACTS AND PURPOSE OF CONTACTS – FL 2B – 75 POINTS

Contacts are with employees and managers within and outside the PEO. Occasional contact with support contractors and private contractors.

Purpose of contact is to coordinate, exchange information, plan, coordinate, make recommendations on work studied and/or analyzed and to recommend solutions to problems in areas studied.

FACTOR 8. PHYSICAL DEMANDS – FL 8-1 – 5 POINTS

Requires a combination of sedentary work and work at field sites requiring a variety of physical activities to include long periods of standing and climbing aboard equipment to observe, test and study operations at device sites.

FACTOR 9. WORK ENVIRONMENT – FL 9-1 – 5 POINTS

Work is performed both in an office and in a field setting. Moderate travel to attend meetings at contractor sites or field activities is required. Work at field activities may require working without modern conveniences, e.g., lighting, air-conditioning and plumbing under a variety of environmental conditions from desert heat to below freezing temperatures. Protective clothing and gear and observance of safety precautions are required.

TOTAL POINTS – 1885